

EDITED KSA LISTING

CLASS: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1	Comprehensive knowledge of principles, practices and trends of public and business administration, management and supportive staff services (i.e., budgeting, personnel and management analysis) to effectively perform the duties assigned.
K2	General knowledge of government functions and organization to effectively achieve program goals.
K3	General knowledge of leadership principles to succeed in a variety of staff services settings.
K4	Extensive knowledge of methods and techniques used to monitor, review, audit, and evaluate government programs to provide findings and recommendations to management.
K5	Extensive knowledge of the principles of completed staff work to effectively perform the duties assigned.
K6	General knowledge of personal computers and software to effectively prepare reports, manuals, and correspondence, etc.
K7	General knowledge of training/communication principles and techniques to effectively disseminate information

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	Skill to:
S1	Clearly communicate ideas and information orally and/or in writing to public and private entities, inmates/parolees, and departmental staff.
S2	Work with minimal supervision and independently initiate recommendations to implement and accomplish the goals and objectives of the department.
S3	Interpret and apply rules and regulations, procedures, and policies in accordance with guidelines to provide direction to the public, private entities, departmental staff, and inmates/parolees.
S4	Plan, organize and prioritize workload to meet established deadlines.
S5	Reason logically and creatively, gather and analyze data, develop and evaluate alternatives utilizing a variety of analytical techniques to resolve complex governmental and managerial problems.
S6	Gain and maintain the confidence and cooperation of those contacted during the course of work to promote an environment that is conducive to carrying out the mission of the program.
S7	Function in a lead capacity to provide instruction, guidance and coordinate the work of others to facilitate workload.

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	Special Personal Characteristics
SPEC1	Professional, independent, flexible, and diplomatic.